# LANCASTER COUNTY CASHIER CLERK

## NATURE OF WORK

This is responsible work processing cash and performing general clerical duties related to cash transactions.

Work involves responsibility for the rapid and accurate completion of transactions necessary in receiving money from the public. Though most transactions involve relatively small amounts of money, the volume of cash received may be quite large. An employee of this class must be extremely conscientious and accurate in calculating and returning change to customers. Accuracy of work is checked through the comparison of cash with receipt stubs, cash register receipts, or other controls. Work is performed according to established and well defined procedures. Superiors are available for resolution of more difficult problems but employees may work with considerable independence.

#### EXAMPLES OF WORK PERFORMED

Receive money from the public in payment of purchases, bills, or other payments; calculate change and issue receipts as needed.

Balance cash on hand against receipts; prepare bank deposits; check balances and reconcile cash statements; perform arithmetic computations, manually or with an adding machine.

Examine checks for correct dates, agreement of recorded amounts, signature and payee identification; post routine data to records.

Maintain adequate supply of required forms and other office documents.

Answer incoming telephone calls and establish proper connections to persons requested; answer routine questions and/or direct callers to appropriate personnel for assistance.

Perform general routine clerical work including filing, typing, and posting; sort and distribute mail.

#### DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the methods of handling, receiving, and maintaining records of money received.

Some knowledge of modern office methods, procedures and equipment used in processing cash.

Ability to make rapid and accurate arithmetic calculations.

Ability to understand and effectively carry out oral and written instructions.

Ability to successfully greet and assist the public, and to establish and maintain effective working relationships with co-workers.

## DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school including experience processing and accounting for large sums of money.

# MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent plus some experience as a teller or cashier processing and accounting for large sums of money or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by:		
	Department Head	Personnel Director
Revised: 12/	00	

PS2811